



INSTRUCTIONS FOR ADDING A NEW SERVICE TO A RESIDENTIAL SERVICE AGENCY (RSA) LICENSE

A Residential Service Agency (RSA) is a business that employs or contracts with individuals to provide at least one home health care service for compensation to an unrelated sick or disabled individual. These instructions are for adding an additional services to an existing RSA licensed by the Maryland Department of Health, Office of Health Care Quality (OHCQ). The RSA program is NOT a Medicare program. Current regulations for the RSA program can be found in Code of Maryland Regulations (COMAR) 10.07.05. For more information relating to RSAs visit the OHCQ Residential Service Agency Dashboard at

<https://app.smartsheet.com/b/home?lx=Wl2JkCnll1Ng9CuRw1DP7ynUXphoZCJbZcV5Sw9DPzl>

ADDING A SERVICE TO A RSA LICENSE

To add services to your RSA you must submit a new application to the OHCQ for review and approval with required updates to the policies and procedures.

If you do not intend to continue with your license, you must return your operating license to OHCQ.

An unannounced on-site survey of your facility may be performed at any time to determine compliance with RSA requirements. Visit the OHCQ RSA Dashboard for additional information regarding survey activities and procedures.

If you are operating an unlicensed RSA program, your Medicaid provider number and reimbursement are in jeopardy of termination.

QUESTIONS

Please visit the OHCQ RSA Dashboard

(<https://app.smartsheet.com/b/home?lx=Wl2JkCnll1Ng9CuRw1DP7ynUXphoZCJbZcV5Sw9DPzl>) or contact 410-402-8267 or additional information and questions related to this application.